

# APPLYING FOR PLANNING PERMISSION:

## Planning Application Forms

- 1) Planning Application Form
- 2) Site Notice
- 3) Planning Guidelines

Applicants should note that, with effect from 11th March, 2002, the requirements for making a Planning Application are those contained in the Planning & Development Regulations 2001. These Regulations set out the mandatory requirements for a valid application and Planning Authorities are required to insist that they be complied with in full. Failure to meet these requirements will result in your Application being rejected as Invalid and returned to you for correction. It is in your own interest, therefore, to make sure that all required information and documentation is submitted, to avoid unnecessary delay in processing your Application. While a considerable amount of information and documentation is requested, it has been kept to a minimum required to evaluate your proposal and process your Application as quickly as possible. You will find set out hereunder helpful guidelines on how to properly complete your Application Form. Should you have any further queries, the staff in the Planning Section will assist you.

1. There are four possible types of Planning Application. You must indicate which category your application is, by clearly marking the appropriate box. Please note that it is no longer possible to apply for Approval based on a Grant of Outline Permission. Approval has been replaced by "Permission Consequent on a Grant of Outline Permission". If you are applying under this category you must quote the Reference No. of the Outline Permission on which your Application is based.
2. The Regulations require that the Applicant for permission must be named. Equally if there is more than one Applicant, each name must be stated on the Application.
3. The full permanent postal address of the Applicant(s) must be given. It is **NOT ACCEPTABLE** to give an address in c/o an Agent, Solicitor or other person. Please do remember to give us your Telephone No., Mobile No., Fax and e-mail where available. This will allow us to contact you at short notice should we need to do so.
4. Where the Applicant is a **Registered Company** (Registered under Companies Act 1963 - 1999) it is now necessary to give the Names of all company Directors, the Registered Address of the Company and its Companies Office Registration No.
5. If you have engaged an **Agent, Architect or Consultant** to prepare your Planning Documents or assist you in preparing your application you are

required to state his / her name and address, telephone no., mobile no., fax no., and e-mail address, where available.

6. **As this is the Official Address to which all correspondence regarding your application must be sent, it is essential that this question if fully answered.**
7. Insert the name of the Newspaper in which the Planning Notice has been published. See details of Newspapers which are accepted by the Planning Authority at Paragraph 1(a) of the List of Documents required for a Valid Application. (Applicants should refer to Questions 18 (a),(b),(c) & (d) in relation to Developments that require additional detail in the Public Notice).
8. The publication date of the Newspaper containing your Planning Notice is critical because you must lodge your application within TWO WEEKS of that date. For example, if your Notice is in a Newspaper dated Saturday 1st June, your application **MUST BE RECEIVED BY THE PLANNING AUTHORITY NOT LATER THAN FRIDAY 14th JUNE**. Please, take note of this requirements otherwise you will have the expense of re-advertising. It is recommended that you do not insert a Planning Notice in a Newspaper until you are sure that all the Plans and Documentation required for a valid application will be available within the two weeks allowed.
9. Please note that the required Site Notice **MUST** be erected before your application is submitted. As with the Newspaper Notice this must not be erected more than two weeks prior to submitting your application. Your site notice must be erected in accordance with the Sample Notice attached and be maintained in position for **FIVE WEEKS** from the date your application is received by the Planning Authority.

**IMPORTANT NOTE: YOUR SITE WILL BE INSPECTED AT LEAST ONCE DURING THAT FIVE WEEK PERIOD AND IF YOUR NOTICE IS NOT PROPERLY DISPLAYED, OR DOES NOT FULLY MEET THE REQUIREMENTS OF THE REGULATIONS, YOUR APPLICATION WILL BE AUTOMATICALLY INVALIDATED AND WILL BE RETURNED TO YOU TO RECOMMENCE THE PROCESS. IT IS NO LONGER POSSIBLE TO RECTIFY A FAILURE TO MEET THE NOTICE REQUIREMENTS BY BELATEDLY ERECTING OR CORRECTING A SITE NOTICE.**

10. An Application Fee is required with practically all Planning Applications. If you fail to include the correct fee with your application it will be rejected. You should consult the Scale of Fees which sets out full details of all current Planning Fees. If an applicant is claiming an exemption from payment of planning fees in accordance with Article 157 of the Planning & Development Regulations 2001, a letter seeking an exemption (with supporting documents) should be submitted.
11. The Planning & Development Act 2000 makes provision for a system of Pre-Planning discussions in relation to proposed developments. These provide a useful forum for prospective developers and Planning staff to engage in preliminary discussions about a proposed development. These discussions are

without prejudice to the formal planning process and a record must be kept of those who attend and the various matters discussed. Parties to these discussions will receive a copy of this record which will have a unique Reference No. which must be stated on your Application Form. Where an application is subsequently lodged for this development the record of any Pre-Planning discussions will be placed on the File and be available for public inspection.

12. The Planning Authority must register your application in a Statutory Planning Register. To enable this to be done properly the correct Townsland must be given. Where a development is proposed in a location that has a separate postal address (eg. a house number in a street), this should also be given for ease of identification.
13. Please give a brief but accurate description of the nature and extent of the proposed development.
14. State whether development is for residential, commercial, agricultural, recreational or other specified use.
15. Where change of use is intended it must be declared. (eg. residential to commercial, shop to office, etc.).
16. The gross floor area of structures is the figure used in some instances to calculate the appropriate fee due with your application. This figure must be stated for all structures except where an application is for Outline Permission for residential units (eg. houses). The floor area must be stated in square metres. Where the proposed development comprises a number of residential units, the exact number of units must be given.
17. These Questions are not applicable to the majority of applications, but where they do apply you must answer Yes and enclose the additional documentation required with your application. If your development is one which requires an Integrated Pollution Control Licence, a Waste Licence, an Environmental Impact Statement or relates to development in a Strategic Development Zone, there are additional requirements for your Public Notice. If the proposed development consists of the provision of 4 or fewer houses or is for housing on a site having an area of 0.2 hectares or less and is on land zoned Residential or Residential and Other Uses in the Development Plan, you should, before applying for permission in respect of the development, apply for a Certificate stating that the terms of the Housing Strategy shall not apply to a grant of permission in respect of the development concerned. A copy of any such Certificate obtained from this Planning Authority should be submitted with your application or if you are awaiting a decision on same, a copy of your application should be submitted. If your application involves the erection of houses and you do not qualify for exemption from the Housing Strategy, your proposals to comply with Section 96 of the Planning and Development Act 2000 must be submitted with your application.
18. The area of the site to which the application relates and the length of road frontage must be stated. These are required in some cases to calculate the

appropriate fee or to ensure that the requirements of the Development Plan are being met.

19. Applicants for Planning Permission must either have a legal interest in the site or have the consent of the owner to make the application. The appropriate information in your case must be stated on the form.
20. Please state the area, in hectares, of other land in the area which is under your control or under the control of the owner of the site (where the applicant is not the owner). Any such land abutting the site must be outlined in BLUE on your Site Layout Map.
21. Where the development is to be served by a water supply the proposed source must be identified. A letter of consent for connection to a Group Water Scheme must be included where appropriate. If the source is a private well, the location of same must be indicated on the Site Layout Plan.
22. Details of proposed method of sewage treatment are also required. If drainage is by means of a septic tank or proprietary treatment plant you may be required to carry out a percolation test on the site to establish its suitability for such a system.

**Completed form and accompanying documentation to be forwarded to Planning Department, Macroom Town Council, Town Hall, Macroom, Co. Cork. Tel. 026) 41545; Fax 026) 42178; E-mail: mudc@eircom.net**

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## **DOCUMENTATION REQUIRED WITH PLANNING APPLICATION**

In addition to submitting a fully completed Application Form, the Planning & Development Regulations 2001 prescribe the following requirements for a valid Planning Application:-

### **1. PUBLIC NOTICE:**

Notice of intention to make an Application must be given on the site **AND** in a newspaper circulating in the area in accordance with the requirements set out at (a) and (b) below.

1. **THE NEWSPAPER NOTICE:-** ONE complete page of the newspaper in which the Planning Notice has been published (together with 5 copies of same) (Please note the time limits within which this notice must be submitted).

There are very strict criteria for a valid Newspaper Notice, all of which must be met. Notices must have as a heading, the name of the Planning Authority. The Applicant(s) and location must be stated and the development must be described in detail. Please refer to sample notices hereunder. In addition to the above, the public notices must indicate if a development is of a type specified in Query No. 18

(a),(b),(c) or (d) on the application form. In the event of notices being submitted in Irish, please note that it is also necessary to submit the equivalent notices in English.

### **Sample Notice 1**

**Macroom Town Council:** I (Name of applicant) am applying for (Type of Application) to erect a two-storey dwellinghouse, garage, septic tank and entrance at (Name of Townsland). This application may be inspected, or purchased at the offices of Macroom Town Council, Town Hall, Macroom. Submissions or Observations in relation to the application (which must be accompanied by a fee of 20 euro) may be made, in writing to the Planning Authority within a period of 5 weeks beginning on the date of receipt by the Authority of the Application.

### **Sample Notice 2**

**Macroom Town Council:** We (Names of Applicants) are applying for (Type of Application) for change of use of premises at (Name of Townsland) from shop to office. This application may be inspected, or purchased at the offices of Macroom Town Council, Town Hall, Macroom. Submissions or Observations in relation to the application (which must be accompanied by a fee of 20 euro) may be made, in writing, to the Planning Authority within a period of 5 weeks beginning on the date of receipt by the Authority of the Application.

2. **THE SITE NOTICE:** ONE copy of the Site Notice which must be erected at the site before the Application is submitted. Your site notice must be prepared and erected in accordance with the Sample Notice attached. It must be maintained in position for **FIVE WEEKS** from the date on which your application is received by the Planning Authority. Your attention is drawn to the Guidance Notes on the back of the sample site notice, particularly regarding the background colour of the notice.

**IMPORTANT NOTE:** YOUR SITE WILL BE INSPECTED AT LEAST ONCE DURING THAT FIVE WEEK PERIOD AND IF YOUR NOTICE IS NOT PROPERLY DISPLAYED, OR DOES NOT FULLY MEET THE REQUIREMENTS OF THE REGULATIONS, **YOUR APPLICATION WILL BE AUTOMATICALLY INVALIDATED** AND WILL BE RETURNED TO YOU TO RECOMMENCE THE PROCESS. IT IS NO LONGER POSSIBLE TO RECTIFY A FAILURE TO MEET THE NOTICE REQUIREMENTS BY BELATEDLY ERECTING OR CORRECTING A SITE NOTICE.

## **2. SCHEDULE:**

A Schedule must be submitted outlining the documents, particulars, plans, drawings and maps accompanying the planning application.

### **3. MAPS, DRAWINGS & SPECIFICATIONS:**

The following requirements apply to all maps and drawings referred to at (a), (b), (c) and (d) below -

All maps and drawings must bear the name and address of the person who prepared them

Any map or drawing based on an Ordnance Survey Map must show the sheet number

The appropriate scale, which must be metric, must be shown on all maps, plans or drawings

The north point must be indicated on all maps and drawings other than elevations or sections

1. **LOCATION PLAN FOR SITE NOTICE:** A Plan showing the position of the Site Notice erected pursuant to the Regulations.
2. **SITE LOCATION MAP:** SIX (6) copies of a Location Map of sufficient size containing details of features in the vicinity such as to permit the identification of the site to which the application relates, to a scale of not less than 1:1000 in built up areas and 1:1250 in all other areas. The land or structure to which the Application relates **MUST BE OUTLINED IN RED.**
3. **SITE LAYOUT PLAN:** SIX (6) copies of a Site Layout Plan, drawn to a scale of not less than 1:500. The site boundary shall be clearly delineated in **RED** and buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the application relates shall be shown. The distance of any structure from the site boundary shall be indicated in figures. Land which adjoins, abuts or is adjacent to the land which is to be developed and which is under the control of the Applicant or the person who owns the land which is the subject of the application shall be **OUTLINED IN BLUE** and wayleaves shall be **OUTLINED IN YELLOW.** The Site Layout Plan shall show the level or contours, where applicable, of the land and proposed structures relative to Ordnance Survey datum or a temporary local benchmark.
4. **DRAWINGS AND SPECIFICATIONS:** SIX (6) copies of floor plans, elevations and sections of any proposed or existing structures which shall be drawn to a scale of not less than 1:200. Drawings of elevations of any proposed structure shall show the main features of any buildings which would be contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity. The

principal dimensions (including overall height) of any structure on the site shall be indicated in figures on all floor plans, elevations and sections. **Plans relating to works comprising reconstruction, alteration or extension of a structure shall be so marked or coloured as to distinguish between the existing structure and the works proposed.** Where an application relates to the carrying out of works to a protected structure or a proposed protected structure or to the exterior of a structure which is located within an architectural conservation area / proposed architectural conservation area, it shall be accompanied by such photographs, plans and other particulars as are necessary to show how the development would affect the character of the structure.

#### **4. WATER AND SEWERAGE FACILITIES:**

If the proposed source of water supply is from (a) a Group Water Scheme, you must submit a letter of consent from the Group Secretary; or (b) if from a private well, the proposed position of same must be indicated on the site layout plan.

#### **5. APPLICATION FEE:**

The application must be accompanied by the appropriate fee calculated in accordance with the Schedule of Fees. Please note the special conditions relating to Applications for Outline Permission. Permission consequent on a Grant of Outline Permission and Permission for Retention of an Unauthorised Development or use.

#### **6. EXEMPTION CERTIFICATE:**

Where appropriate, submit a Certificate of Exemption from the requirements of the Housing Strategy issued by this Planning Authority in accordance with Section 97 of the Planning & Development Act 2000, or if such certificate has been applied for but not issued, a copy of the application made shall be submitted. If your application involves the erection of houses and you do not qualify for exemption from the Housing Strategy, your proposals to comply with Section 96 of the Planning & Development Act 2000 must be submitted with your application.

#### **7. OUTLINE APPLICATIONS:**

Applications for Outline Permission must be accompanied by all of the above documents except the drawings and specifications listed at 3(d) above. An outline application may not be made for (i) retention of development; (ii) development involving works to a protected structure or proposed protected structure; or (iii) development which requires an IPC Licence or Waste Licence.

#### **8. ENVIRONMENTAL IMPACT STATEMENT:**

Where an EIS is required to be submitted with a planning application, the applicant shall submit 10 copies of the EIS.

**Completed form and accompanying documentation to be forwarded to:-  
Planning Section, Macroom Town Council, Town Hall, Macroom, Co. Cork.**

**Email. [mudc@eircom.net](mailto:mudc@eircom.net)**

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## **GUIDANCE NOTES FOR COMPLETING THIS NOTICE**

1. The name of the Applicant(s), and not the Agent, should be inserted here.
2. Insert the appropriate Application Type. Choose from -
  - **Permission**
  - **Outline Permission**
  - **Permission for Retention of Unauthorised Development, or**
  - **Permission Consequent on a Grant of Outline Permission and State the Reference No. of the Outline Permission.**
3. Insert the name of the Townsland in which the Development is proposed.
4. Where permission is sought to retain an unauthorised development or use, the present tense should be used here. Delete as appropriate.
5. A description of the nature and extent of the Development should be inserted here.

### **The description shall include:-**

1. Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. "Houses" includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building.
2. Where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
3. Where the application relates to development which would consist of or comprise the carrying out of works to a protected structure, or proposed protected structure, an indication of that fact,
4. Where an Environmental Impact Assessment has been prepared in respect of the Planning Application, an indication of that fact,
5. Where the application relates to development which comprises, or is for the purposes of an activity requiring an Integrated Pollution Control Licence or a Waste Licence, an indication of that fact,
6. Where a planning application relates to development in a Strategic Development Zone, an indication of that fact,
7. Where the application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part II of the Planning and Development Regulations, 2001, in relation to Major Accident Directive, an indication of that fact.

6. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
7. The date that the Notice is erected or fixed at the site should be inserted here.

NOTE: THIS NOTICE MUST BE ERECTED BEFORE, BUT NOT MORE THAN TWO WEEKS BEFORE THE APPLICATION IS SUBMITTED. IT MUST BE MAINTAINED IN POSITION FOR FIVE WEEKS FROM THE DATE OF LODGING THE APPLICATION. IT MUST BE INSCRIBED OR PRINTED IN INDELIBLE INK, ON A WHITE BACKGROUND\*, AFFIXED ON RIGID, DURABLE MATERIAL AND SECURED AGAINST DAMAGE FROM BAD WEATHER AND OTHER CAUSES.

\*WHERE AN APPLICATION IS MADE IN RESPECT OF ANY LAND OR STRUCTURE AND A SUBSEQUENT APPLICATION IS MADE ON THE SAME, OR SUBSTANTIALLY THE SAME SITE WITHIN 6 MONTHS, THE SITE NOTICE SHALL BE INSCRIBED ON A YELLOW BACKGROUND.

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## Scale of Fees for Planning Applications

<b>Class of Development</b>	<b>Amount of Fee</b>	<b>Amount of Fee for Retention Permission</b>
1. The provision of a house.	65 euro	195 euro, or 2.50 euro for each square metre of gross floor space for which permission is sought, whichever is the greater
2. (a) Any works for the carrying out of maintenance, improvement or other alteration of an existing house (including any works for the provision of an extension or the conversion for use as part of the house of any garage, store, shed or other structure).	34 euro	102 euro or 2.50 euro for each square metre of gross floor space for which permission is sought, whichever is the greater.
(b) Any other works, including the erection, construction or alteration of structures, within or bounding the curtilage of an existing house, for purposes ancillary to the enjoyment of the house as such.		
3. The provision of buildings or other structures for the purposes of agriculture or the keeping of	(i) In the case of buildings, 80 euro for each building or	(i) In the case of buildings, 240 euro for each building, or 3 euro for each square

greyhounds. 1 euro for each metre of gross floor space to square metre of gross floor space to be provided in excess of 50 floor space to be square metres in the case of provided in excess of a building for the keeping of 50 square metres in greyhounds or 200 square metres in any other case, for the keeping of whichever is the greater, greyhounds or 200 square metres in any other case, whichever is the greater. (ii) in the case of any other structures, 240 euro for each structure, subject to a maximum of 900 euro.

(ii) in the case of any other structures, 80 euro for each structure, subject to a maximum of 300 euro.

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| 4. The provision of buildings other than buildings coming within class 1, 2 or 3           | 80 euro for each building, or 3.60 euro for each square metre of gross floor space to be provided, whichever is the greater. | 240 euro for each building, or 10.80 euro for each square metre of gross floor space to be provided, whichever is the greater. |
| 5.   | 5 euro for each hectare of site area.  | 15 euro for each hectare of site area.   |
| 1. The use of uncultivated land or semi-natural areas for intensive agricultural purposes. | 5 euro for each hectare of site area.  | 15 euro for each hectare of site area.   |
| 2. Initial afforestation.  | 80 euro or 5 euro for each hectare of site area, whichever is the greater.   | 240 euro or 15 euro for each hectare of site area, whichever is the greater.   |
| 3. The replacement of broad-leaf high forest by conifer species.                           | 80 euro or 5 euro for each hectare of site area, whichever is the greater.   | 240 euro or 15 euro for each hectare of site area, whichever is the greater.   |
| 4. Peat extraction.  | 5 euro for each hectare of site area   | 15 euro for each hectare of site area  |
| 6. The use of land for-  | 500 euro or 50 euro for each 0.1 hectare of site area, whichever is the  | 1,500 euro or 150 euro for each 0.1 hectare of site area, whichever is the greater.  |
| 1. the mining and working of minerals  | 500 euro or 50 euro for each 0.1 hectare of site area, whichever is the  | 1,500 euro or 150 euro for each 0.1 hectare of site area, whichever is the greater.  |

2. the deposit of refuse or waste	greater.	
7. The use of land for-	80 euro or 50 euro for each 0.1 hectare of site area, whichever is the greater.	240 euro or 150 euro for each 0.1 hectare of site area, whichever is the greater.
1. the keeping or placing of any tents, campervans, caravans or other structures (whether or not movable or collapsible) for the purpose of caravanning or camping or the sale of goods,		
2. the parking of motor vehicles,		
3. the open storage of motor vehicles or other objects or substances		
8. The provision on, in, over or under land of plant or machinery or of tanks or other structures (other than buildings) for storage purposes.	200 euro or 50 euro for each 0.1 hectare of site area, whichever is the greater.	600 euro or 150 euro for each 0.1 hectare of site area, whichever is the greater.
9. The provision of an advertisement structure or the use of an existing structure or other land for the exhibition of advertisements.	80 euro or 20 euro for each square metre, or part thereof, of advertising space to be provided, whichever is the greater.	240 euro or 60 euro for each square metre, or part thereof of advertising space to be provided whichever is the greater.
10. The provision of overhead transmission or distribution lines for conducting electricity or overhead telecommunications lines.	80 euro or 50 euro for each 1,000 metres length, or part thereof, whichever is the greater.	240 euro or 150 euro for each 1,000 metres length or part thereof, whichever is the greater.
11. The use of land as a golf course or a pitch and putt course.	50 euro for each hectare of site area.	150 euro for each hectare of site area.
12. The use of land as a burial ground.	200 euro or 50 euro for each hectare of site area, whichever is the greater.	600 euro or 150 euro for each 0.1 hectare of site area, whichever is the greater.
13. Development not coming within any of the foregoing classes.	80 euro or 10 euro for each 0.1 hectare of site area, whichever is the greater	240 euro or 30 euro for each 0.1 hectare of site area, whichever is the greater.

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## **Reduced fees for certain types of applications**

1. The amount of fee payable in respect of an application for Outline Permission shall be three-quarters of the amount indicated in Column 2 of the Scale of Fees, opposite the mention of the relevant Class in Column 1.
  2. The amount of fee payable in respect of an application for Permission Consequent on a Grant of Outline Permission or for a change of house type or modification of design shall be one-quarter of the amount indicated in Column 2 of the Scale of Fees, opposite the mention of the relevant Class in Column 1.
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## **Maximum and minimum fees for planning applications**

1. The maximum fee payable to a planning authority by an applicant in respect of an outline application shall be 28,500 euro.
  2. The maximum fee payable to a planning authority by an applicant in respect of an application to which article 161 applies shall be 9,500 euro.
  3. The maximum fee payable to a planning authority by an applicant in respect of an application in respect of an application for permission for retention of unauthorised development applies shall be 125,000 euro.
  4. The maximum fee payable to a planning authority by an applicant in respect of any planning application other than an application mentioned in paragraph 1, 2 or 3 shall be 38,000 euro.
  5. The minimum fee payable to a planning authority by an applicant in respect of a planning application shall be 34 euro and in any case where the planning authority make a refund in respect of a planning application, the refund shall not be such as to reduce the balance of the fee to less than 34 euro.
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## **BONDS**

In the case of large developments (Housing estates etc.) it is the policy of the Council to impose a condition on developers that they lodge a "Bond" as surety for the satisfactory completion of the estates / services etc.

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## **INFORMATION LEAFLETS**

Whether you are building or renovating a house or business premises or just want to know what the policies of the Town Council Planning Department are, you will find the information you need in one of the following Department of the Environment leaflets:-

1. **MAKING A PLANNING APPLICATION:**  
*How to complete a planning application form and avoid unnecessary delays*
2. **MAKING A PLANNING APPEAL:**  
*Details of the main features of the appeals procedure*
3. **A GUIDE TO PLANNING PERMISSION:**  
*This leaflet is a guide to understanding the planning system*
4. **COMMENTING ON A PLANNING APPLICATION:**  
*This leaflet informs you of your rights in relation to planning applications*
5. **THE DEVELOPMENT PLAN:**  
*Advice on what the Development Plan is, how it affects you and how you can influence it*
6. **ENVIRONMENTAL IMPACT STATEMENT:**  
*This is a simple guide to Environment Impact Assessments, which form the basis of E.I.A.'s*
7. **PLANNING FOR THE BUSINESS PERSON:**  
*This sets out the main planning issues encountered by the business person*
8. **A GUIDE TO THE BUILDING REGULATIONS:**  
*Understanding the building control code and standards which apply to all new buildings and constructions*
9. **BUILDING A HOUSE - THE PLANNING ISSUES:**  
*This sets out the main planning issues to be considered when building a home.*
10. **DOING WORK AROUND THE HOUSE - THE PLANNING ISSUES:**  
*This sets out the main planning issues when carrying out domestic extensions and minor works around the house.*
11. **AGRICULTURAL AND FARM DEVELOPMENT - THE PLANNING ISSUES:**  
*This is a guide for farmers outlining the main features of the planning system, which they are likely to encounter.*
12. **A GUIDE TO NOISE REGULATIONS:**  
*This outlines the steps available to a person when they are experiencing nuisance caused by noise.*